MKE/LAX Cross-Calculation Overview

1. When MKE/LAX chart is available for cross-calculating, follow the normal process of cross-calculating using the checklist.
   1. Note: when entering data into the “Scoring Re-Check” spreadsheet, be sure to enter a 1 under the “MKE/LAX” column. This indicates the chart is from Milwaukee or La Crosse.
   2. Additionally, make sure to enter a 0 under “(MKE/LAX only) 0 - unreviewed…” Question: If there were no errors, do we want to skip to 1 (reviewed by coordinator), or should we set it up so coordinators review their charts that are already error free?
2. Continue the usual process of the chart until it has been scanned. Make sure the checklist is in the chart when scanning.
3. Once the chart has been scanned, coordinators in Milwaukee and La Crosse will be able to see the whole chart and the checklist.
4. Using Adobe Pro, coordinators can view the checklist, make edits to the checklist, and update the codebook.
5. Once an MKE/LAX tester has done this, they can add a 1 under “(MKE/LAX only) 0 -unreviewed…”. If a student had an error, coordinators can write this correction under the column labeled “Comments for Students”. This correction will then appear in the sheet labeled “Comments for Students”.
6. Students can use the filter to see which charts are done and ready for data entry. To do this, do the following:
   1. Navigate to the “MKE-LAX Charts to Review” sheet in the “Scoring Re-Check” excel file.
   2. Under the filter “(MKE/LAX only) 0 – unreviewed…”, select the drop-down arrow.
   3. Select the 1 and click “OK”. Now, reviewed MKE/LAX charts should appear.
7. Students should move charts with a 1 under “(MKE/LAX only) 0 – unreviewed…” to be data entered and then place a 2 under “(MKE/LAX only) 0 - unreviewed…”. This will filter the chart out of the MKE/LAX to MSN correspondence process.
8. For feedback, students can go to the “Comments for Students” sheet and filter it to be feedback for them within the past few months.